



KSETA course

by

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KIT Campus South, building 10.11, room 111.1

November 16 + 23, 2017 both days 9:00 – 17:00 h

Memorizing, reading and working strategies

In the first part of the seminar, you get to know different memorizing strategies that help you to remember numerous kinds of information quickly and reliably – names and dates, the content of a speech or presentation, as well as complex contents, whose acquirement extend over several months. Besides getting to know the methods, we will especially focus upon the adjustment of your own thinking model and structures. In this way, you will have the possibility to develop your own memorizing strategies during numerous practical exercises, which allow you to apply the mnemonic-techniques in your professional and private everyday life.

The second part of the seminar deals with reading and working strategies, which enable a quicker and more efficient reading and working speed. We will do some exercises for rapid and disciplined eye movements. You will get to know verified learning and reading strategies and we will deal with themes such as reading motivation and reading assistance. Furthermore, we will learn how to improve concentration, to expand your vocabulary and to read more efficiently at your computer.

Goals:

- Memorizing information quickly and long lasting
- Store (expert) knowledge in a structured way
- Crosslink different fields of knowledge effectively
- Access knowledge selectively and reliably
- Develop efficient reading and working habits

Content:

- Memorizing names and people
- Memorizing numbers
- Memorizing large contents of information
- How to learn vocabulary and technical terms
- Reading levels
- How to improve your reading speed
- Reading effectively technical books and papers using the SQ3R method
- How to improve working processes and concentration using the Pomodoro technique and other digital helping tools.